**Door Nameplate Inserts**

The school’s marketing communications manager, Karen Coulter Perkins ([kcp3@pitt.edu](mailto:kcp3@pitt.edu) 412-648-1294) suggests that nameplates outside office doors should be consistent. She suggests including first and last name in a single line, without the middle initial unless needed to distinguish same-named people.

**Use a sans-serif font, such as set in HELVETICA or Calibri, upper-and-lower case, centered, black ink with point size 48. The slip of white paper needs to be 8 x 1 5/8 inches,**

The University’s style guidelines advise not to include degrees (PhD, MD, MA, MPH, etc.) or honorifics (Dr., Ms., Mrs. Miss, The Honorable, Reverend, etc.). Formats should be consistent, especially within each department/unit.

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| John Public |
| Jane Public |
| Joan LePublique |